

June 21, 2013

To: Executive Board

Subject: **Staff Organization Changes**

Recommendation

Adopt the proposed revised staff organization chart for Foothill Transit.

Analysis

As Foothill Transit transitions to directly hiring its management and administrative team, a review of the organizational structure has been conducted. Attachment A is the proposed Foothill Transit organization chart for positions that will be staffed with Foothill Transit employees.

Please note that several changes are proposed. Modifications will be made in the approach to safety and security. Transit operations safety will be responsible for safety compliance by Foothill Transit's operations contractors. The facility team will be responsible for building security. The Deputy Executive Director will be designated as the leader of all safety and security programs and will coordinate the activities of both internal staff and contractor staff in ensuring safety that priorities are achieved.

Several other modifications are proposed as noted in the organizational charts. The Board Support Services Manager would replace the Administrative Services Manager position. The Human Resources Manager will report directly to the Executive Director. The operations and customer service team would be supplemented to account for the additional safety tasks and the receptionist will report to the Director of Operations and Customer Service. Part time administrative support positions would be established to support the procurement and the facilities functions, replacing a position that currently serves both functions.

The total staff count will be 45 full-time positions and two part-time positions.

Budget Impact

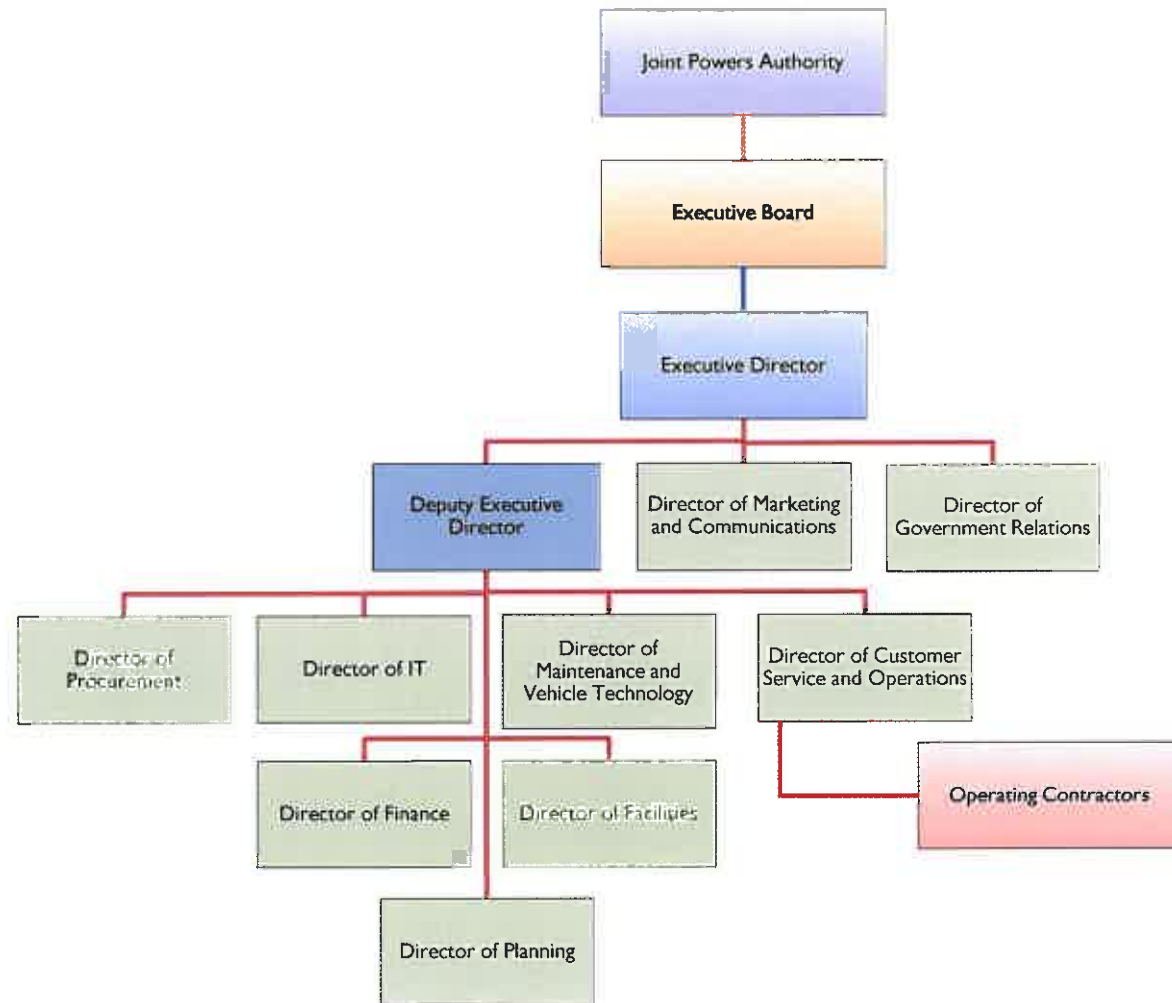
It is estimated that the transition to direct employment of the administrative staff will reduce overall costs by approximately \$1,000,000 annually.

Sincerely,

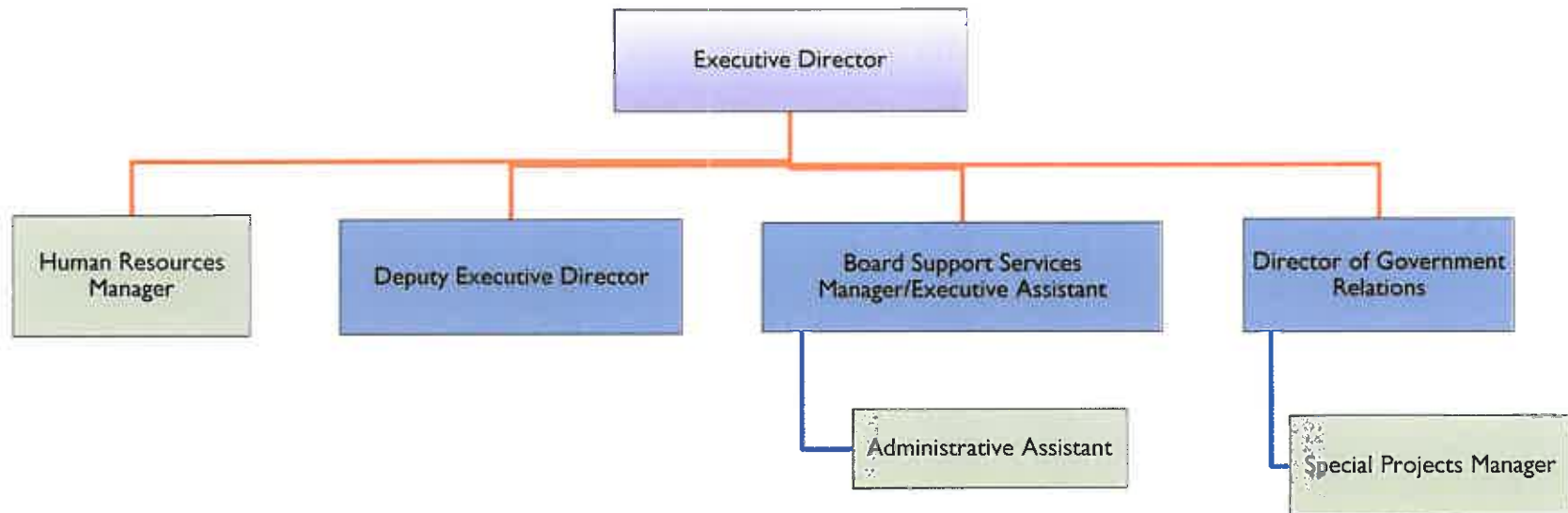


Doran J. Barnes
Executive Director

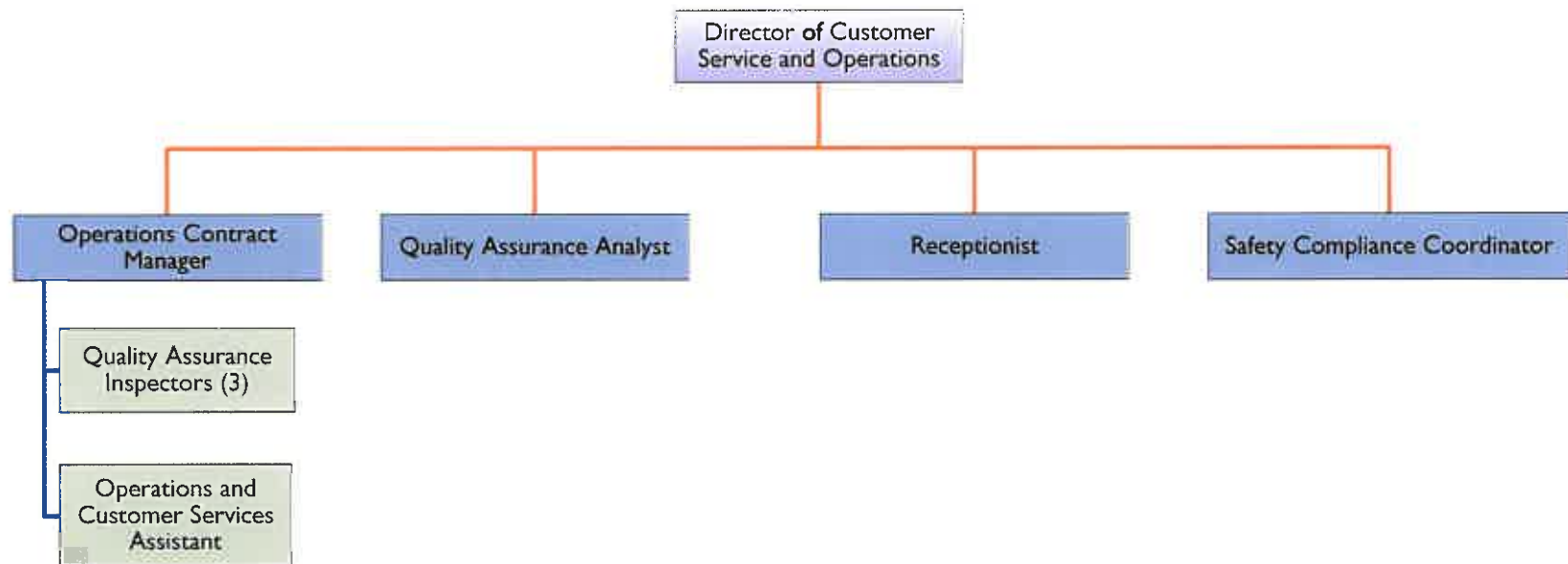
Foothill Transit



Administration



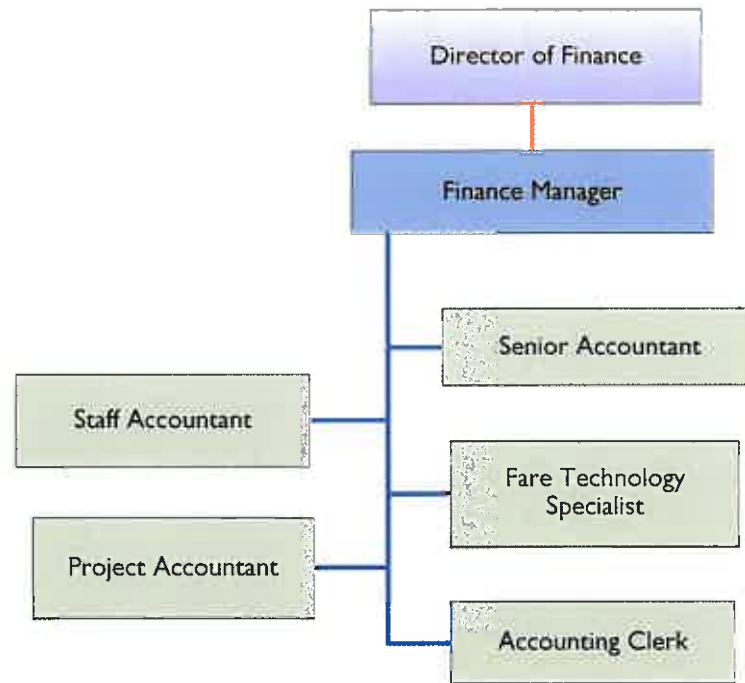
Customer Service and Operations



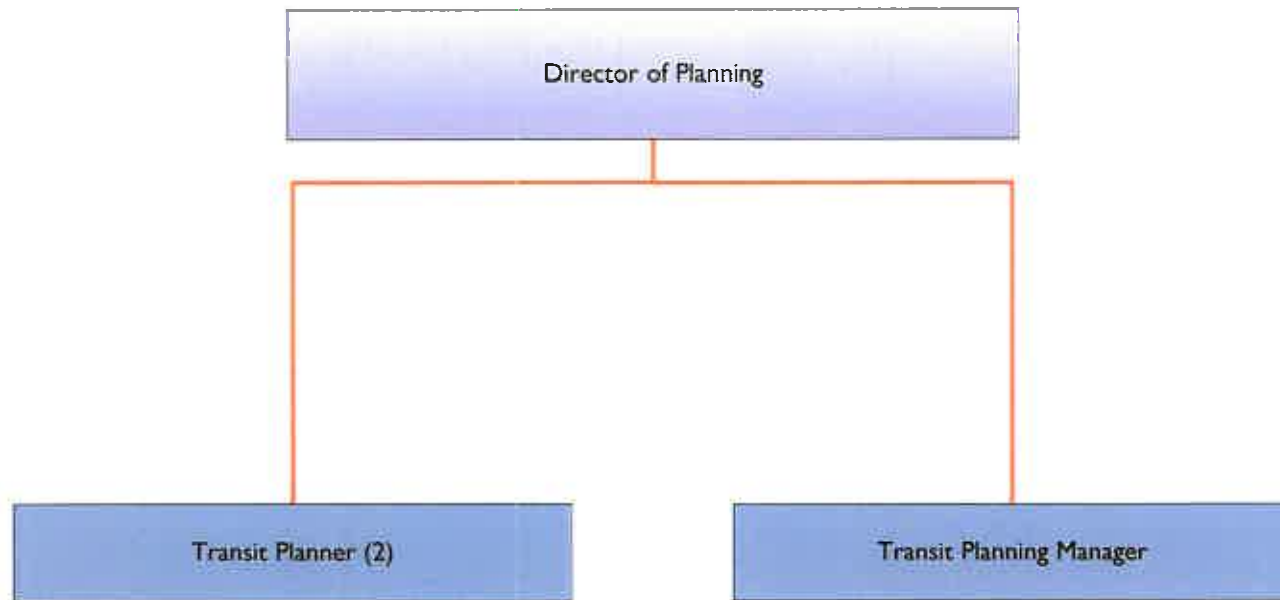
Marketing and Communications



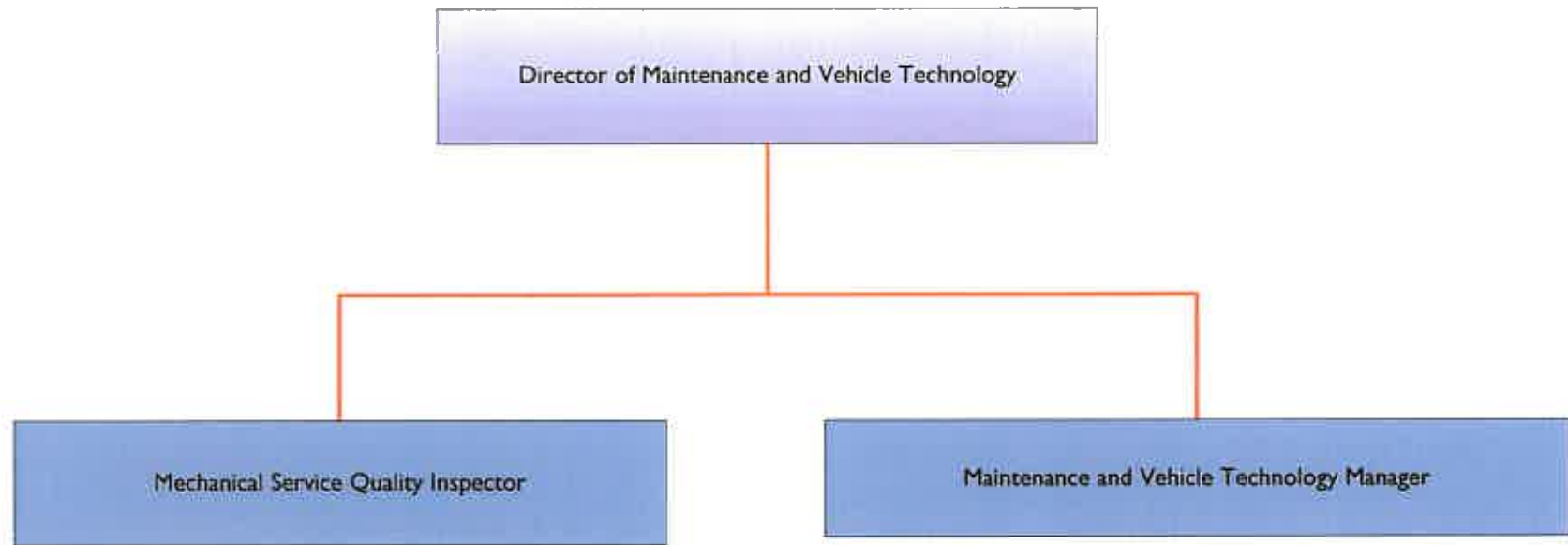
Finance



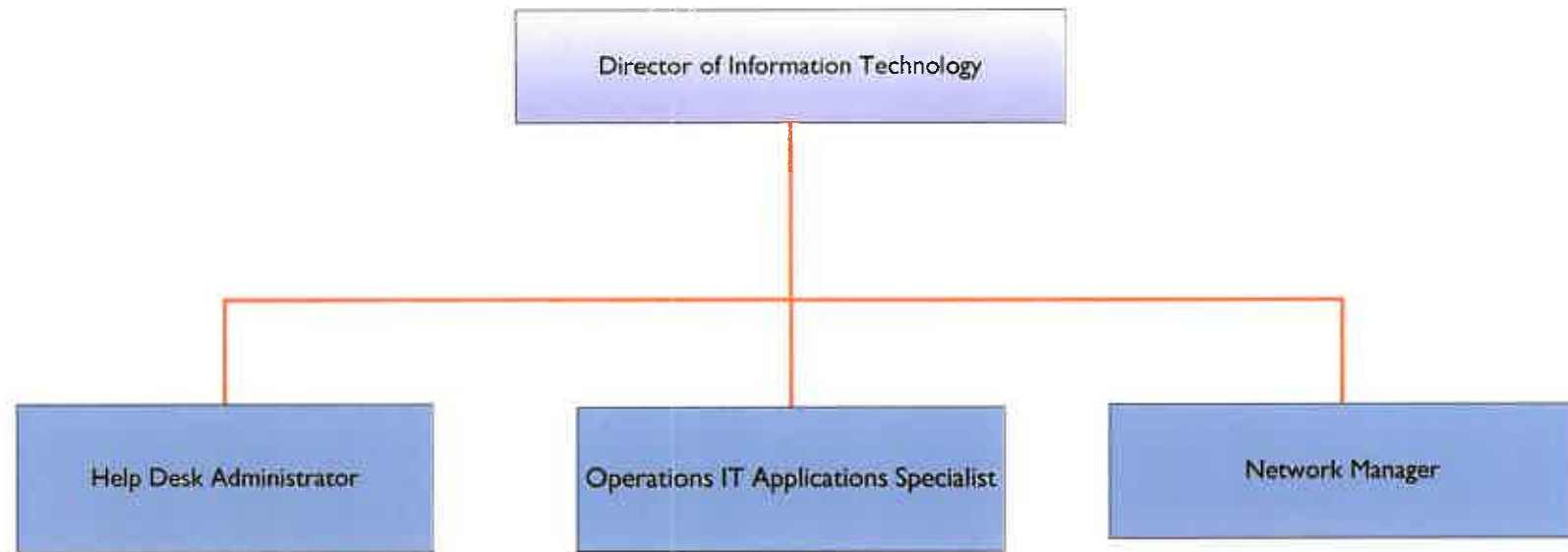
Planning



Maintenance and Vehicle Technology



Information Technology



Facilities



Procurement

